

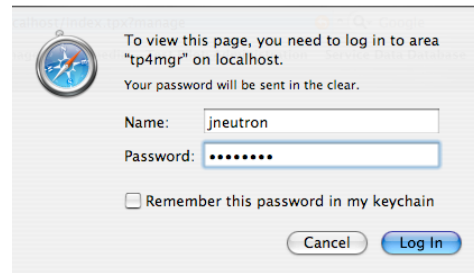
Creating a Test Pilot Survey/Assessment

Log on to your Index page

Your new Test Pilot: Enterprise account can be accessed by using the following url scheme:

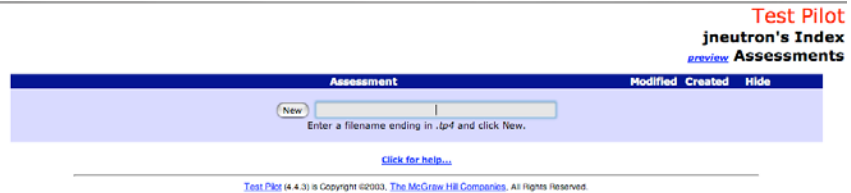
http://tp.hcpss.org/USERID/index.tpx?manage

Replace **USERID** with the userid you provided in New Test Pilot account registration form. You will be prompted for the userid and password you supplied on the registration form.



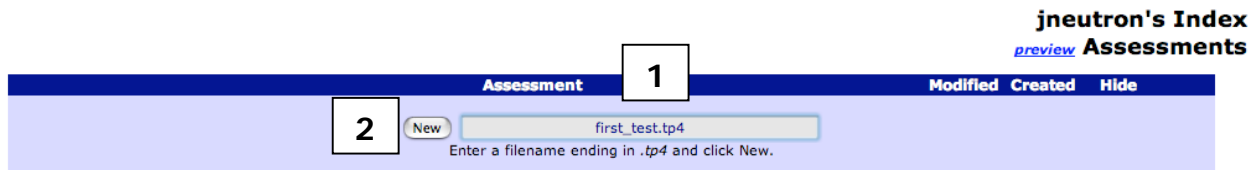
From the Index page you can:

1. Build an assessment from scratch,
2. Duplicate an already created assessment, or
3. Manage an already created assessment.

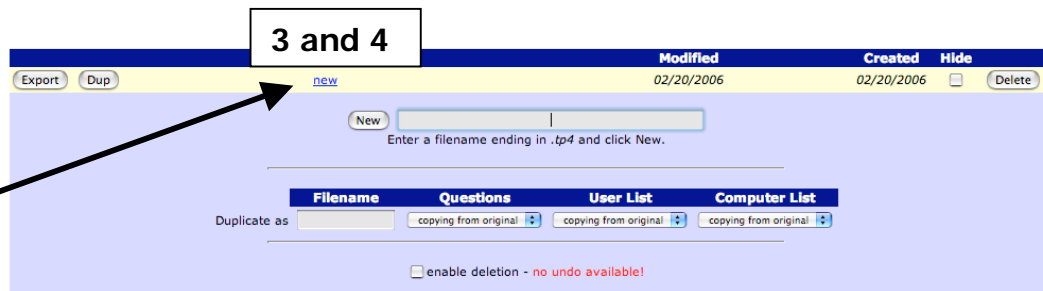


Build a New Survey/Assessment

1. In the box next to button called "New," type in the name of your assessment – remember to put the correct extension (.tp4) at the end of your file name (i.e. – **first_test.tp4**).
2. Click on the button "New."



3. Your Assessment will appear in the yellow area with the name "new" appearing as a hyperlink.



4. Click on the link "new" to edit the assessment.

Note:

Each time you create an assessment, the word "new" will appear in the index. You will rename the assessment when you edit the assessment.

The Assessment Management Page

After you click on “new” on the Index page, you will be taken to the Assessment Management Page.

Use the Assessment Management Page to Edit your test, view and download your responses, and to access the url for test-takers.

Click on **Edit** to create the assessment.

- 1 – URL for Assessment
- 2 – Edit Assessment
- 3 – Viewing Options for Assessment Results
- 4 – Summary of questions and participants
- 5 – Response Maintenance Options

1

Title Mel's First Test
URL <http://tp.hcpss.org/mmcnamara/first.tp4>
Open now
Closes never
Created 02/08/2006 10:52:32 America/New_York
Modified 02/08/2006 11:06:48 America/New_York

4

Test Pilot
Questions 2
Participants 3
Workstations 0
Request Limit none
Submission Limit none
Submissions 2

2

[Edit](#) v4+ browser with Javascript required
[Preview](#) bypassing all restrictions

who has made submissions - [Submission Report](#)
who has attempted entry - [Entry Report](#)
exceptions to security - [Grant Exceptions](#)

3

Submission Viewing Options
[View Table](#) - a listing of all submissions
[Download All](#) - a file of submission info
[Generate Report](#) - a custom report
[View Single](#) - one submission at a time
[Statistics](#) - an analysis of response data
[Custom Reports](#) - manage reports

5

Scoring Options
[Score Submission](#) - by submission
[User ID:](#)
[View Scores](#) - a listing of all scores
[Email Scores](#) - to each authorized participant
[Score Question](#) - by question
[Question ID#:](#)
☐ all at once?
[Download Scores](#) - a file of all scores

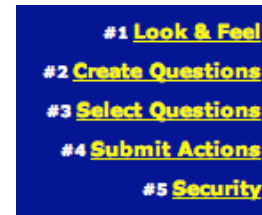
5

Response Maintenance Options
[Clear Submissions](#) - submissions only
[Clear All](#) - requests and submissions
[Clear Requests](#) - counts only
[Clear Partial](#)s - incomplete submissions

Creating a Survey/Assessment

Select the items on the left side of the screen to complete your survey or assessment.

- **Look and Feel** - Design the look and feel of your survey/assessment. This includes authoring instructions and headings as well as the assessment's layout (e.g. text color, size and style) and whether or not all questions will be shown at once.
- **Create Questions** – Choose the type of question.
- **Select Questions** – Reorder, group and renumber questions
- **Submit Actions** – Determines response text takes receive when they submit their assessment/survey
- **Security** -



Look and Feel

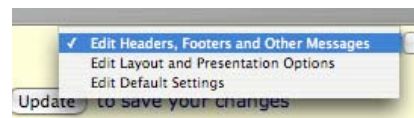
Design the look and feel of your survey/assessment. This includes authoring instructions and headings as well as the assessment's layout (e.g. text color, size and style) and whether or not all questions will be shown at once.



Look and Feel:

Edit Headers, Footers, and Other Messages

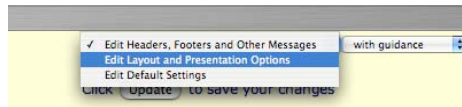
- **Title** - Appears on web page's title bar
- **Header** - Appears on top of assessment's web page
- **Instructions** – Enter the assessment/survey's instructions
- **Prepared by** – Enter assessment/survey creator
- **Footer** - Appears on the bottom of the page



Click Update.

* Note – anytime you make a change you must click on Update.

Look and Feel: Define Page Layout

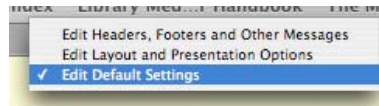


Some choices:

- **Anonymity** – If you select anonymous any user names and passwords set in **Security – Manage Authorized Participant List** – will not work.
- **Branching** – Participants are routed to different questions depending on their responses.
- **Numbering** – Numbers your questions
- **Background Graphic** – Enter the url of a graphic you have stored on your CLC home page folder.
- **Text sizes, colors, styles and fonts**
- **Background color**

Element	Color	Size	Style	Face	Sample
Stem	BLACK	12	Bold	Arial/Helvetica	stem
Responses	BLACK	12	Plain	Arial/Helvetica	responses
Answers	GREEN	12	Plain	Arial/Helvetica	answers
Scores	RED	12	Plain	Arial/Helvetica	scores
Feedback	BLACK	12	Plain	Arial/Helvetica	feedback
New Links	default				
Used Links	default				
Background	WHITE				

Look and Feel: Editing Defaults



Some choices:

- **Question Type** - Choose the question type that is selected when you select Create Question.
- **Mathematical** – Choose Format numbers into columns for creating vertical math problems.
- **Essay Boxes** – Choose the default essay box size.

Question Type Multiple Choice

Default Group default group

Indentation ☐ indent by default

Choice Style ☐ Popup Menu (single choice shown) ☒ Radio Buttons (all choices shown)

Storage ☒ store actual choice ☐ store numerical ordinal of choice (e.g. 1,2,3,...) ☐ store alphabetical ordinal of choice (e.g. a,b,c,...)

Mathematical ☐ format numbers into columns

Placement above question text

Media Player 240 pixels by 320 pixels

Essay Boxes 4 lines by 64 characters

Create Questions

Question Editor

- Choose the type of Question you would like to create.
- Enter your question.
- Click **Update**.
- Your questions will begin with #10.

*** Note – anytime you make a change you must click on Update.**

Each question has unique choices. With questions that have more than one response, you need to enter the number of responses under

#2 Create Questions

Test Pilot

Click the appropriate button to create a new question.

Yes or No Check All That Apply

True or False Survey

Multiple Choice Matching

Fill in the blank Ranking

Essay Section Break

Import Questions or Manage Media

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Test Pilot

Update

#10 - Multiple choice

Question: Type question here

allow text to wrap automatically

Special Formatting: indent question text, larger question text, smaller question text, format as column of figures

Media: position media, above question text, size player to, custom, wide by, characters wide

Choices: Include a choice of other with an entry box, characters wide

Format: use a popup menu to select choice from a list, use radio buttons to show all choices at once

Storage: store actual choice, store numerical ordinal of choice (e.g., 1,2,3,...), store alphabetical ordinal of choice (e.g., a,b,c,...)

Order: randomize

Response Handling: quickly add, new, yes...

Pls. Choice

Enter new choice below...

0 Type response here

must be: may be text or a media item, if media, enter a simple filename or a complete URL

Local Random Variables - only for this question

Name	Start	End	Increment	Sample
				new variable entry

Global Random Variables - shared between questions

Name	Start	End	Increment	Sample
				new variable entry

For Multiple Choice questions – enter number of choices here.

#2 Create Questions

#10 Enter your Name:

#20 Enter your grade:

Editing Questions

If you need to edit a question, click on the question in the box on the left.

Selecting and Grouping Questions

#3 Select Questions

Use to:

- Reorder questions.
- Create groups of questions.

Reorder Questions

To reorder your questions, click on Reorder Questions in top left corner.



Before Reordering

Current Order

#10 Enter your Name:
#20 Enter your grade:
#30 Have you ever created a survey?
#40 What grade do you teach?

Move down

New Order

During Reordering

Current Order

#30 Have you ever created a survey?
#40 What grade do you teach?

Move down

New Order

#10 Enter your Name:
#20 Enter your grade:

After Reordering

Current Order

Move down

New Order

#10 Enter your Name:
#20 Enter your grade:
#40 What grade do you teach?
#30 Have you ever created a survey?

Grouping Questions

Enter a new for a group of questions in the box next to New Group. Click Create.

Reorder Questions
Test Pilot
with guidance

Selecting and Grouping Questions - [help](#)

The question groups in this assessment are listed below. In front of each is a checkbox that indicates whether the group will be used to determine which questions are to appear on generated assessments. To edit any particular group, click on its title. To create a new group, enter a name for the groups in the space provided and click the **Create** button.

Used for Generation	Group Name	Question Count	Random Selection	
<input checked="" type="checkbox"/>	default group	2	none	<button>Delete</button>
New Group <input type="text"/>		<button>Create</button>		

Groups may be used for a number of purposes. Most importantly, **used** groups control what questions are to appear on an assessment.

Test Pilot calculates partial scores for ALL groups - **used** or not. Thus, it is possible to have an assessment generated from one set of groups (e.g. week 1 and 2 questions) while tracking performance on other groups' questions (e.g. trigonometry and algebra).

In addition, it is possible, using conditional submission actions, to issue custom feedback to assessment participants based upon their performance in one or more groups. Such feedback could contain remedial material or links to other web sites.

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Used for Generation	Group Name	Question Count	Random Selection	
<input checked="" type="checkbox"/>	default group	2	none	<button>Delete</button>
<input type="checkbox"/>	Group A	none	none	<button>Delete</button>
<input type="checkbox"/>	Group b	none	none	<button>Delete</button>

- You may specify or edit any group's name. Each group may be enabled or disabled. To enable a group of questions click on box under "Used for Generation."
- Questions that are not assigned to an enabled group will not appear on any assessment. You may elect to have the program make a random selection of a group's questions.
- To delete a question from a group, highlight its id in the list, check the remove selection from group checkbox and click **Update**. To remove a group, check the **delete this group** check box and click **Update**.

Hint: You may use enabled groups to offer a large set of questions and define a set of disabled groups to track the scores of subsets of questions since the program calculates partial scores for all groups with every participant's submission. This information can be accessed in the custom reporting area of the owner options

Submit Actions

This feature allows you to determine what you want people to see after they have completed your assessment/survey.

For surveys

- At Score select Never
- At Correct Answer select Never

#4 Submit Actions

Test Pilot

Update

with guidance

Action Upon Submission

Reporting Results

	Never	Only upon Submission	Only after Recall Time	Always
Score	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Correct Answer	<input type="radio"/>	<input type="radio"/>	<input type="radio"/>	<input checked="" type="radio"/>
Custom Feedback	<input type="radio"/>	<input checked="" type="radio"/>	<input type="radio"/>	<input type="radio"/>

The selections above control what is reported to participants once they have submitted their responses to an assessment. You may control what feedback is issued, from nothing to a detailed report of their responses optionally including feedback and possibly correct answers. The messages can be delayed until after an optional Recall time as specified in the Security settings.

Totals

☐ return total of correct answers

When this item is selected, Test Pilot will return a count of how many questions received full or partial credit immediately after submission. At submission time, essay questions have not yet been awarded points and thus, are temporarily considered incorrect.

E-Mail

☐ email owner submission notification

☐ permit participants to email submission score to anyone

☐ email submission notification to the following list of addresses

When the owner notification item is selected, Test Pilot will send a message to the assessment owner's e-mail address with a submission notification including the current score.

When the email anyone item is selected, Test Pilot will permit participants to specify an address to whom a message will be sent including the participant's score on the current submission. When the email list item is selected, Test Pilot send submission notifications to each address on the list specified above.

Statistics

☐ show statistical summary

When this item is selected, Test Pilot will, instead of printing a review of the participant's responses, print a statistical summary of all the assessment's questions. This is useful for conducting open surveys.

Recording

☐ do not save submissions

When this item is selected, Test Pilot will not save the participant's responses. This is useful for conducting sample assessments where the participant will receive feedback yet their responses will not be saved to conserve disk space.

Default Feedback

Default Feedback

Thank you for completing the survey.

Type in a feedback message (such as Thank you for Submitting Form, etc.)

or

Enter a URL to an already created web page.

Don't forget to click **Update**.

Conditional Feedback

Allows you to create feedback depending on a scored response.

Default Feedback

This feedback will be shown if no score-based selection is made below or if none of the score-based conditions below are satisfied. You may enter text or a complete URL. In the case of a URL, the user will immediately be taken to that page without opportunity to review any other post-submission information.

Conditional Feedback

Del	Condition / Feedback	Stop on Success
new	if total score in points > 0	<input type="checkbox"/>

You may enter ANY number of conditional feedback items. The items are evaluated when a participant makes a submission. If a condition evaluates to true, the specified feedback will be issued. If you have selected to stop on success, no further conditions will be tested. Otherwise, the next condition in top to bottom order will be evaluated.

You may enter text or a URL in the space provided. If you enter a URL and the condition is satisfied, the participant is redirected to that internet site and no further comparisons are made regardless of stop on success settings.

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Security

This feature allows you to:

- Manage Global Security Information
- Manage Time Limits
- Manage Access Count Limits
- Manage Authorized Participant List
- Manage Authorized Workstation List

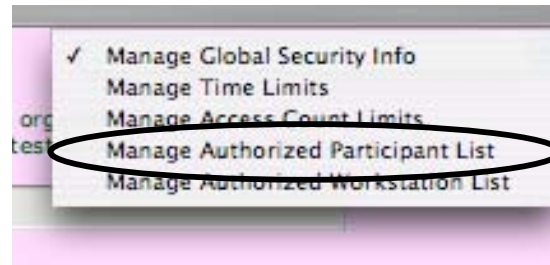


Manage Authorize Participant List

Type in or copy and paste the list of participants who will take the survey/assessment.

This becomes the **USER ID**.

For anonymous surveys type in only one participant. Each user will use the same id and password.



- At ID type in the userid.
- At password type in password.
- Click Update Entry.

Test Pilot Manage Authorized Participant List with guidance

When using a private or shared participant list, it is possible to permit participants to register themselves. You may not permit participants to self-register if you are using a public participant list to control access to this test.

☐ allow self-registration

Export

Empty List - no restrictions
Make or import new entries below to build this list.

ID	Password	Name	E-Mail
hcpss		

New Entry Update Entry enable deletion Delete Entry

Test Pilot Manage Authorized Participant List with guidance

When using a private or shared participant list, it is possible to permit participants to register themselves. You may not permit participants to self-register if you are using a public participant list to control access to this test.

☐ allow self-registration

Export

Users #1 - #1 by Name

ID	Password	Name	E-Mail
hcpss			

Click on an id above to edit or view its properties below.

ID	Password	Name	E-Mail

New Entry Update Entry enable deletion Delete Entry

If you want a separate id for each test taker, you would type them in here

Test Pilot Manage Authorized Participant List with guidance

When using a private or shared participant list, it is possible to permit participants to register themselves. You may not permit participants to self-register if you are using a public participant list to control access to this test.

☐ allow self-registration

Export

Users #1 - #11 by Name

ID	Password	Name	E-Mail
student 8	student 3	student 6	student 10
student 1	student 4	student 7	student 11
student 2	student 5	student 9	

Click on an id above to edit or view its properties below.

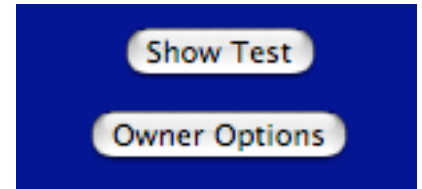
ID	Password	Name	E-Mail
student 12		

New Entry Update Entry enable deletion Delete Entry

Disseminating Assessment/Survey and Reviewing the Data

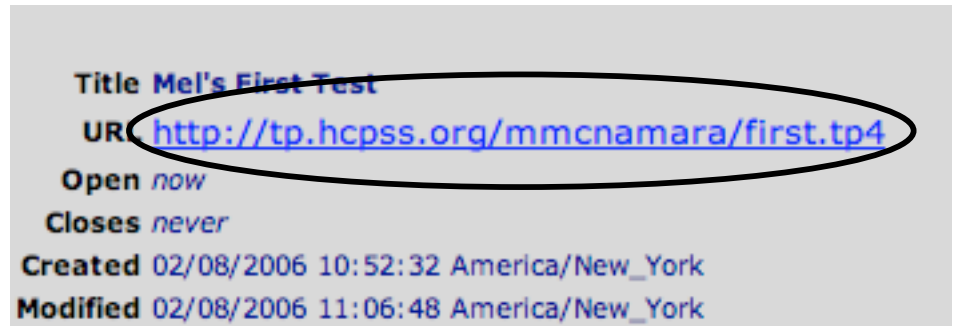
URL for Survey

- Click on Owner Options to return to Assessment Management Page.
- The URL for the Assessment appears in the upper left corner.



Disseminating URL

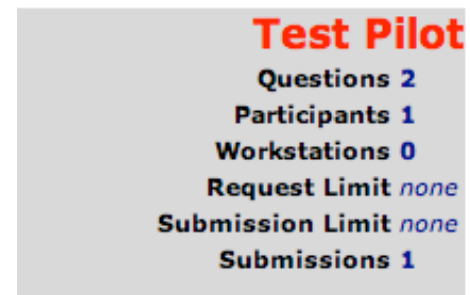
- Copy and Paste the **URL** into your email, notice, etc.
- Be sure to include the **USER ID** and password for your assessment.



Reviewing the Results

Go to the Assessment Management Page.

Top Right corner will indicate how many submissions have occurred.



Submission Viewing Options

- View Table
- View Single
- Download All **
- Statistics
- Generate Report
- Custom Reports

** Select **Download All** to retrieve an Excel version of the results of your assessments.

Submission Viewing Options

[View Table](#) - a listing of all submissions

[Download All](#) - a file of submission info

[Generate Report](#) - a custom report

[View Single](#) - one submission at a time

[Statistics](#) - an analysis of response data

[Custom Reports](#) - manage reports